

**BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 9, 2015
7:00PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert W. Russell (presiding); Selectmen Robert J. Boilard and Susan C. Bunnell, Interim Town Administrator Thomas Sullivan, and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

Negotiations with Non-Union Personnel

Collective Bargaining

Real Estate Lease Negotiations

To Discuss the Reputation, Character, Physical Condition or Mental Health – Not the Professional Competence – of an Individual

Chairman Russell opened the meeting and asked for a motion to go into executive session. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to discuss strategy with respect to negotiations with non-union personnel, collective bargaining and to consider the purchase, exchange, lease or value of real property because discussion in open session would have a detrimental effect on the Town's bargaining position; and also to discuss the reputation, character, physical condition or mental health-not the professional competence-of an individual; and upon conclusion of said discussions, the Board will return to open session. The motion was approved by each Selectman voting affirmatively in a roll call vote. (Boilard, yes; Bunnell, yes; and Russell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

The Board of Selectmen returned from executive session at 6:57pm. Chairman Russell announced the start of the general session meeting at 7:00pm. He then asked all to join him in saying the Pledge of Allegiance.

APPOINTMENTS WITH THE BOARD

Awarding of the RFP- Police Facility Real Estate Acquisition – Police Station Building Feasibility Sub-Committee

Chairman Russell announced the agenda item; and asked Interim Town Administrator Sullivan for information. Interim Town Administrator Sullivan explained that the Town went out for a Request for Proposal (RFP) relative to a real estate acquisition for a police station. The Town received four proposals and the Police Station Building Feasibility Sub-Committee narrowed the proposals down to two. Currently, the Sub-Committee is looking at one proposal. He described that proposal's property, which is located next to the fire station. The asking price for the property is \$425,000. Interim Town Administrator Sullivan clarified that the Sub-Committee is hoping to arrive at a better price for the property. He also mentioned that awarding the proposal to this bidder would be pending real estate negotiations, Town Meeting approval and Town

Election approval of a debt exclusion. At Chairman Russell's request, Interim Town Administrator Sullivan explained what was required of the Selectmen tonight.

MOTION: Made (Boilard) and seconded (Bunnell) to award the bid for a Real Estate Acquisition for the Wilbraham Police Facility to Helen Moore, of Monson, Massachusetts, for the acquisition of 2780 Boston Road; pending receipt of the appraisal of said property, satisfactory real estate negotiation with property owner, and subject to Town Meeting authorization and appropriation and, at the Town's option, to approval at a town election of a debt exclusion pursuant to Massachusetts General Law, Chapter 59, Section 21C, so-called proposition 2 ½, for this purpose. Approved 3-0.

Materials referenced: Request for Proposal: Police Facility Real Estate Acquisition Results as submitted by the Police Station Building Feasibility Sub-Committee.

Petition Requesting a Proposed Non-Binding Referendum Question for May Town Election Ballot – Jolene Guzzo

Chairman Russell asked for a motion. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the request for a proposed non-binding referendum question; and forward said petition and notification of approval to the Town Clerk. Approved 3-0.

Materials referenced: Petition for a Non-Binding Referendum Question for Town Election Ballot with eleven certified signatures, received 1/23/15, from primary petitioner, Jolene Guzzo, resident/voter; letter, dated 1/26/15, from Attorney M. Hassett, Town Counsel, relative to petition(1/23/15) for a ballot question and original petition vote on 1/12/15, Guidelines to Place a Question on a Local Election Ballot from the Election Resource Handbook (1995) as submitted by B. Litchfield, Town Clerk, and an excerpt from the Massachusetts Association of School Committees' Resolutions for 2015.

Approval of Seasonal Employee: Lifeguard Pay Rate – Director Bryan Litz, Parks and Recreation Department

Bryan Litz, Director of Parks and Recreation Department, explained to the Selectmen that last year the Parks and Recreation Department had difficulty filling the lifeguard positions. He mentioned that two of the people, who were hired for the lifeguard positions, resigned after two weeks to take the same positions in other communities that offered higher pay rates. Director Litz shared a chart outlining a survey, (conducted by the City of Chicopee,) of salaries for seasonal and lifeguard positions in other surrounding communities. It was discovered that Wilbraham and one other community offered the lowest pay rates in the area for this type of position. Director Litz is requesting the Board to approve an increase in the pay rate for the lifeguard position so as to attract a better pool of candidates as well as employee retention.

Selectman Boilard asked if there were six lifeguard positions. Director Litz responded that there are five positions. Selectman Bunnell asked a question pertaining to lifeguard training. Director Litz responded that lifeguard certification training is conducted at the YMCA and American Red Cross. He also explained how he anticipates attracting certified lifeguards for this year's vacant lifeguard positions. Selectman Bunnell asked if the survey conducted by Chicopee was for 2014 or 2015. Director Litz explained the survey concluded at the end of the 2014 summer season. Selectman Bunnell then asked Herta Dane, Human Resource Coordinator, who was in the audience, for her opinion as to whether or not the rate increase was in-sync with other positions. Coordinator Dane confirmed lifeguards are needed. Selectman Boilard asked what the cost of

the pay rate increases would be for the Department. Director Litz replied that the cost would be six hundred dollars; and the expense would be covered by the Spec Pond beach fees. He said that it's a self-sustaining account. Chairman Russell commented that without lifeguards, the Town would be in danger of not being able to offer the facility because there would be no people to manage it. Director Litz further added that the Town was close to being endanger of not offering the facility last year. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to approve new Lifeguard, Seasonal Employee, rate as indicated in the Proposed 2015 Summer Seasonal Pay Scale, as submitted by B. Litz. Approved 3-0.

Materials referenced: Proposal for 2015 Summer Seasonal Pay Scale as submitted by B. Litz, Director of Parks and Recreation Department, Memo, dated 1/30/15, from Director Litz relative to Lifeguard pay scale increase, and Seasonal Pay Rates in Surrounding Communities Chart as researched by Director Litz.

Polar Plunge Event – Sgt. Glen Clark, WPD

Sergeant Glen Clark, from the Wilbraham Police Department, informed that the Polar Plunge event is raising funds for an incredible program, Special Olympics. He said that every nickel raised on February 14, 2015, at the Polar Plunge event will go towards Special Olympics. Sergeant Clark mentioned that it will be sixteen degrees out on that day. He announced that there will be hot dogs served, heating tents, two ambulances and an emergency room physician and registered nurse available to ensure participants safety. Chairman Russell asked how many people are expected to be at the event. Sergeant Clark responded that there will be at least one hundred to three hundred people in attendance. He added that a lot of people are opening up their hearts to help, like Boilard and Sons. Sergeant Clark also shared that there will be eight members of the Wilbraham Police Department plunging that day at the Polar Plunge. He announced that registration for the Polar Plunge starts at 9:00am and the plunging will start at 11:00am. It was mentioned that the parking lot and beach area will be plowed and cleared. Lastly, Sergeant Clark mentioned, whereas the event is on Valentine's Day, that there will be a Justice of the Peace available for couples who want to renew their vows on the beach of Spec Pond before taking the plunge. He encouraged people to watch the videos, *Flame of Hope* or *Guardians of the Flame*, to see how people will be affected by the Polar Plunge event happening this Saturday.

Recommendation of Town Administrator Candidate Finalist – Joint Meeting with the Town Administrator Search Committee

(Note: The Town Administrator Search Committee did not meet jointly with the Selectmen during this meeting. The Town Administrator Search Committee met earlier in the day as posted.) Interim Town Administrator Sullivan informed the Selectmen that Patrick Brady, Chairman of the Town Administrator Search Committee, could not make the Selectmen's meeting tonight. Interim Town Administrator Sullivan, as he handed out packets to the Selectmen that included all the final Town Administrator candidates applications, announced that the Town Administrator Search Committee recommended Nick Breault, Edward Gibson, Daniel Knapik, Dana Reed and Kevin Sutherland as the five finalists for the position of Town Administrator. He then explained the Town Administrator search process to the Selectmen. He informed that the Committee interviewed nine candidates and reduced the candidate pool to five applicants to be recommended to the Board. He mentioned that the interviews and selection

process was conducted in executive sessions. The University of Massachusetts-Boston's Collins Center for Public Management conducted background checks on the five finalists and informed the Town that the background checks came back okay. Interim Town Administrator Sullivan stated that each candidate is qualified for the position. The Committee is not recommending one candidate over the other. The Selectmen suggested scheduling a "meeting and greet" with the candidates. Interim Town Administrator Sullivan assured the Selectmen that a "meet and greet" can be coordinated. Selectman Bunnell suggested each candidate give a brief presentation, like the last time the Town conducted the Town Administrator interviews. It was agreed the dates would be set up for that venue.

MOTION: Made (Boilard) and seconded (Bunnell) to accept the Town Administrator Search Committee's recommendation of Town Administrator Candidate Finalists. Approved 3-0.

Materials referenced: Email, dated 2/6/15, from M. Aicardi, Representative from the University of Massachusetts-Boston's Collins Center for Public Management, relative to the final candidates for the Town Administrator position; and Memo, dated 2/9/15, from the University of Massachusetts-Boston's Collins Center for Public Management relative to guidelines and proposed interview questions.

FY16 Annual Budget Presentation - Thomas Sullivan, Interim Town Administrator

Interim Town Administrator Sullivan presented to the Selectmen and the audience the proposed Fiscal Year (FY) 2016 Annual Budget. He utilized the overhead project to recap the highlights of the proposed budget. Interim Town Administrator Sullivan reviewed the Town's available revenue, which totaled \$43,966,157. He also reviewed the Town's appropriations/expenditures, line by line, which totaled \$43,553,429. He noted that the Town is under the Proposition 2 ½ levy limit.

Interim Town Administrator Sullivan described, in detail, all of the Town's expenses in the Annual Budget in comparison to previous years. He explained the difference in expenditure amounts as opposed to previous year's figures. He reported that he allocated or increased monies for the following items:

- to add a part time human resource clerk in the Selectmen's Office;
- to conduct a study for position classifications with positions affiliated with the International Union of Operating Engineers (IUOE) Local 98;
- to convert a part time position to a full time position in IT so as to man an IT help desk that will be responsible for answering support calls and maintaining enterprise licenses' for new software;
- to Conservation Commission's budget to acquire open space and maintenance of property as well as to have the option of adding a position to help with the management of the land;
- for training and conferences in the Police Departments budget;
- for new police cruisers;
- additional training for dispatch;
- for two multi cut saws in the Fire Department;
- \$1,400 for new equipment that the Sealer of Weights and Measures can use to perform his duties. (The state condemned the equipment currently being used);
- To fund the two part time positions in the Parks and Recreation Department;

- and various other projects, such as the Main Street Area Sidewalk Project, as outlined in the Vision Task Force findings.

Interim Town Administrator Sullivan also reviewed the Budget's salary pool. He mentioned the monies allocated for capital projects at Fire Station #2, the Police Station and Public Library. He explained the thirty percent increase to cover cost of the rising electrical bills, and the estimated six percent increase in health insurance. It was noted that the pension costs have increased to eight percent from the previous year's budget. There is also a thirty percent increase in the Fire Department's insurance rates; however, the Fire Department's budget is relatively stable. He also explained that the monies from the Memorial School rental were placed in the budget as a line item for capital projects for the schools. Interim Town Administrator Sullivan reviewed the regional school assessment, which is two and half percent increase from last year. He spoke about the communication tower's (currently being leased by the Town) expenses associated with that. He also reviewed the capital stabilization and reserve funds, street re-paving and OPEB liability trust fund; and explained the figure related to the snow storm of October 2011.

Interim Town Administrator Sullivan reviewed the Department of Public Works (DPW) budget, and mentioned an increase in funding to fully close "Lindsey" landfill, to rent GPS systems for twenty-six trucks and for the continuation of guardrail project. He also reviewed the Public Library's budget, which increased by one point ninety-seven percent from last year.

Interim Town Administrator Sullivan reported that the costs related to the lease of the Senior Center and Parks and Recreation Department at the YMCA are unknown at this time because the lease is being re-negotiated. He also stated that he did not add funds for two Department Head requests, such as the request for an additional part time dispatcher and additional monies for the Public Access Cable Television Station. Interim Town Administrator Sullivan concluded his presentation by asking if there were any questions.

Selectman Bunnell commented about meeting with the Finance Committee about the budget. She also mentioned that being under the levy limit was good news. Selectman Bunnell inquired about the unfilled requests. Interim Town Administrator Sullivan reviewed those items. Chairman Russell asked what the Town balance is in the OPEB liability account. Interim Town Administrator Sullivan responded \$12,000,000. Selectman Boilard stated that the OPEB liability account has been cut in half since the Town started the process. Chairman Russell asked Edmond Miga, Director of DPW/Town Engineer, who was sitting in the audience, if there was an overall plan to identify all the guardrails to be replaced. Director Miga responded to the question. Chairman Russell asked how far into the process is the Town in replacing the guardrails. Director Miga responded about ten percent, and commented on some of the areas designated for guardrail replacement. Chairman Russell asked about paving sidewalks in Town. Director Miga responded.

David Sanders, resident, asked a question about the IT Department's budget and the proposed new full time position. Interim Town Administrator Sullivan explained that the position is a new full time position. He further added that the staffing in the IT Department will go from 2 ½ positions to 3 positions. Mr. Sanders asked a question about the position in the Planning Department that the part time staff person in the IT Department holds. Interim Town

Administrator Sullivan could not answer the question about the Planning Department's position due to the premature nature of the situation. Interim Town Administrator Sullivan informed that he will review the budget with the Finance Committee on this upcoming Wednesday night. The Selectmen mentioned that they would like to meet with the Finance Committee.

Materials referenced: Draft of the Proposed FY'16 Annual Town Budget as submitted by Thomas P. Sullivan, Interim Town Administrator.

OPEN SESSION

Town Administrator's Report

Interim Town Administrator Sullivan reported on the recent Senior Center Building Feasibility Subcommittee meeting. He informed that the Subcommittee is not prepared to take the building project to the upcoming Town Meeting. However, the Building Feasibility Committee's charge was for both the Senior Center and Police Station building projects to move forward to Town Meeting at the same time. For this reason, Interim Town Administrator Sullivan said that the Senior Center Building Feasibility Subcommittee would like to know if it could make its presentation at the next Town Meeting. Selectman Boilard reiterated that the Subcommittees were framed as such so the projects would not be competing. He is agreeable to let the Subcommittee forego moving forward with the project this year. Chairman Russell agreed that the projects were made in tandem to make it noncompetitive as possible. He stated that the process should take care of itself. Interim Town Administrator Sullivan assured the Selectmen that he would go back to inform the Subcommittee of the Selectmen's stance on this matter.

Board of Selectmen updates

Selectman Bunnell informed that she attended the Massachusetts Municipal Meeting on January 23 and 24, 2015. She gave an overview of the conference, which included hearing the new Governor and Lieutenant Governor speak. She also mentioned that she collected a lot of information that she will be sharing with Department Heads. She will be writing up a synopsis to share as well. Selectman Bunnell encouraged others to attend the conference in the future.

Citizens Open Forum

Mr. Sanders asked what the status is of the Town's solar array project. Interim Town Administrator Sullivan explained that the project's application is currently going through the Massachusetts Department of Revenue (DOR). Town is currently waiting on a response from DOR. Mr. Sanders asked when the project would move forward. Interim Town Administrator Sullivan responded.

Suzanne McLaughlin, reporter from The Republican newspaper, asked for the names of the Town Administrator finalist. Interim Town Administrator Sullivan responded.

OLD BUSINESS

Amend the January 12, 2015 Action Relative to the Non-binding Referendum Proposal

This item was taken up earlier in the meeting prior to the discussion relative to the petition requesting a nonbinding referendum question being placed on the ballot at the next Town Election. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to rescind the vote taken on January 12, 2015, as advised by Town Counsel and the Secretary of State's Office. The January 12, 2015 vote was as follows:

"Move to approve the request for a proposed non-binding referendum questions; and direct that the language "nonbinding referendum" be inserted in the title and of the petition as well as in the body of the questions as advised by town counsel"

Approved 3-0.

Materials referenced: Letter, dated 1/26/15, from Attorney M. Hassett, Town Counsel, relative to petition (1/23/15) for a ballot question and original petition vote on 1/12/15; and Petition for nonbinding referendum question with ten certified signatures, received 12/29/14, from primary petitioner, J. Guzzo, Wilbraham resident/voter.

Appointment of the Town Accountant

Chairman Russell announced that the Selectmen will make a selection from the candidates to appoint as the new Town Accountant. He asked the Selectmen who they would like to move forward in this process. Selectman Bunnell put forth Nancy Johnson as her selection. She stated that between Ms. Johnson's qualifications and length of time in Town, she would be the best selection. Chairman Russell asked if Selectman Boilard was comfortable making a motion to appoint Nancy Johnson. Selectman Boilard agreed that Ms. Johnson was a good fit. He said that he has worked with her for many years and knows what she is capable of. Selectman Boilard pointed out that with Ms. Johnson appointed as Town Accountant there would be a seamless transition. He mentioned that his selection does not take anything away from the other candidates, who were all very qualified. Chairman Russell asked for a motion.

MOTION: Made (Boilard) and seconded (Bunnell) to appoint Nancy Johnson as Town Accountant for a three year term expiring on June 30, 2018, pending a satisfactory background check. Approved 3-0.

Materials referenced: Employment application, cover letter and resume, received September 15, 2014, submitted by N. Johnson; employment application, cover letter and three letters of recommendation, received October 23, 2014, submitted by C. Regan; employment application, cover letter and resume, received October 17, 2014, submitted by S. Wrona; Interview notes, received December 12, 2014, submitted by D. Miles, Chairman of the Finance Committee and member of the Town Accountant Search Committee; Town Accountant Advertisement distributed to the local media and newspapers, submitted by H. Dane, Human Resource Coordinator; Memo, dated January 8, 2015, from H. Dane, Human Resource Coordinator, relative to the Town Accountant applicants; and Town Accountant Search Committee Interview Rating Sheet submitted by H. Dane, Human Resource Coordinator.

NEW BUSINESS

Annual Town Meeting Date

Chairman Russell announced that the Town Meeting date will be May 11, 2015. He then asked when the Town Election is. Interim Town Administrator Sullivan announced May 16, 2015. Beverly Litchfield, Town Clerk, who was in the audience, stated that the Town Election is set by the Town's by-law. She asked when the deadline is for submitting petitioned articles. Chairman Russell directed Administrative Assistant Gaumond to take care of setting the deadline.

MOTION: Made (Boilard) and seconded (Bunnell) to schedule the Annual Town Meeting on May 11, 2015. Approved 3-0.

Snow Removal and Overtime Deficit

Interim Town Administrator Sullivan reported that DPW does not have any more monies in its snow removal and overtime accounts. Director Miga, who was present, informed that there is a salt shortage. Therefore, the Town is not getting any salt right now from the contracted vendor. He did share that the Town has a secondary salt reserve that has not been touched as of yet, which puts Wilbraham ahead of the curve as opposed to other surrounding communities. He informed that DPW is mixing salt with sand to aid in making the salt last. According to Director Miga, the end result will be more work come Spring time, when the sweepers will come out and catch basin cleaning will have to get done. Interim Town Administrator Sullivan asked if this will affect the conditions of the roads. Director Miga responded yes. Interim Town Administrator Sullivan stated that residents will see a difference in road conditions than what has been seen in the past. Director Miga again responded yes. Director Miga explained how the severe cold expected later in the week will be concern because the salt will not work. He shared how DPW will handle this to ensure residents' and commuters' safety. Chairman Russell asked for clarification if the colder temperatures will affect the salt's effectiveness. Director Miga responded that once the temperature drops down to twenty degrees or below it loses its effectiveness and then more salt product must be used. Interim Town Administrator Sullivan said that the Town may get more calls from residents about the road conditions. Unfortunately, the Town has no control over the roads in such conditions.

Selectman Bunnell commented on a letter sent out by Martin O'Shea, Hampden-Wilbraham Regional School District Superintendent of Schools, sent out to the Towns of Hampden and Wilbraham regarding the work the Public Work crews did. According to the letter, Hampden-Wilbraham Regional School District was one of the only school systems in Massachusetts that opened on time last Wednesday. Selectman Bunnell suggested that Director Miga obtain a copy of the letter. She gave kudos to both communities for their hard work.

MOTION: Made (Boilard) and seconded (Bunnell) to authorize and approve expenditures in Fiscal Year 2015 in excess of the available appropriations in the Town of Wilbraham's Highway Department's Snow Removal (#01-420-5220) and Overtime (#01-420-5103) Accounts. Approved 3-0.

Materials referenced: Memo, dated 1/26/15, from E. Miga, Director of Department of Public Works (DPW)/Engineering, relative to Snow Removal and Overtime budget.

Request for Funding from the Technology & Efficiency Fund

Director Miga informed the Selectmen that he submitted a request for funding from the Technology and Efficiency Fund so to purchase GPS equipment for twenty-six DPW vehicles. He reviewed the cost of the equipment and service agreement. Director Miga feels the GPS equipment will be a good tool to have because it will provide oversight as to where the Town's assets are at any time and, or location. He further explained to the Selectmen how the GPS and software works, particularly how it can track mileage, location and movements of the vehicles. He noted that the software can document this information up to a year's time. Director Miga interviewed four GPS vendors and viewed demonstrations on how the equipment works. He also mentioned that William Sperrazza, DPW Superintendent of Operations and who manages the snow plowing operation for the Town, is looking forward to the GPS equipment because it can

show where snow plowing operation is most needed during storms. Director Miga further explained the GPS' mapping features.

Director Miga informed that he has already made a presentation to the Finance Committee. The request funds would cover the installation of the equipment and five months of service. It would cover the cost of this new feature until the end of the fiscal year. It was mentioned that the IUOE Local 98 Union was informed of the request. Interim Town Administrator Sullivan noted that the Town has not heard back from the Union as of yet; however, it is past the deadline.

Selectman Bunnell asked if the Town's IT Director was involved in the process. Director Miga responded affirmatively. Selectman Bunnell then asked about the overlay of the GPS and if this will be a factor. Director Miga responded. He also mentioned that Nathan DeLong, IT Director, expressed concern that any system associated with the GPS does not require a software purchase. Selectman Bunnell wondered if the Town would be better served with software or a vendor tracking the data. Selectman Boilard asked if the Finance Committee already approved the request. Director Miga stated yes. Chairman Russell asked if this would be a rental or purchase of the GPS equipment. Director Miga stated that the funds would purchase the equipment and pay for the service agreement. Selectman Boilard expressed concern about the cost of the equipment and service agreement in five years' time. Director Miga did not foresee the price fluctuating. Discussion ensued. Selectman Boilard expressed wanting to have further information about the vendor and pricing prior to reaching an agreement.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the Department of Public Work's request for \$7,000 to be used towards the purchase of 26 GPS tracking devices and service agreement for fiscal year 2015, for Department of Public Works vehicles. Approved 3-0.

Materials referenced: Memo, dated 1/13/15, from E. Miga, Director of DPW/Engineering, relative to request for technology and efficiency funding; and Technology and Efficiency Fund Request submitted by Director E. Miga.

Approval of the Addition of 4 Utility Poles-Road Widening/Paving Project on Boston Road

Director Miga explained to the Selectmen that Massachusetts Department of Transportation (DOT) has plans to reconstruct Boston Road. Currently, Springfield covered the cost of the project and completed the City's section of Boston Road. The State will reimburse Springfield for its expenditures. However, Wilbraham did not choose to go this route. According to Director Miga, DOT is scheduled to commence the project in Wilbraham this coming summer. He showed the Selectmen DOT's project plans. He pointed out that the project will include sidewalks to be installed in front of Friendly's and Balise. Additionally, the plan proposes four new utility poles to be installed in the same location. DOT will assume the cost of the poles and installation; however, the Town is being asked to cover the electricity of those poles. Selectman Boilard asked if the Town pays for electricity poles on Boston Road. Administrative Assistant Gaumond answered that the Town pays the electricity for some of the poles on Boston Road. She also stated that the cost of the electricity per month, per pole on Boston Road, averages about forty to forty-five dollars. Selectman Bunnell wondered about LED lighting being installed on the poles. The Selectmen discussed the lighting of the poles as well as where the poles paid for by the Town are located. Director Miga spoke about the change of lighting from Springfield into Wilbraham and how it impacts drivers. Selectman Boilard stated that he does

not have a problem with the paving project or sidewalks but is concerned about taking on additional expenses. The Selectmen discussed the language of their motion for this item.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the addition of four utility poles as proposed in the Massachusetts Department of Transportation's Highway Division's Widening and Paving Project on Boston Road. Approved 3-0.

Materials referenced: Email, dated 1/12/15, from E. Miga, Director of DPW/Engineering, relative to street lights on Boston Road; and Massachusetts Department of Transportation, Highway Division's Plan/Schematics for Boston Road (Route 20).

Soule Road Elementary School Repair Project/MSBA Accelerated Repair Program

Chairman Russell informed that he will be attending a meeting tomorrow morning with members of the Hampden-Wilbraham Regional School District and School Committee about the Soule Road Elementary School Repair Project. For this reason, he stated that it's premature to have a discussion about this agenda item. He stated that some issues and costs associated with the project need to be resolved before the Town can move forward. He commented that the repair cost to Soule Road Elementary School may trigger the school for a different bracket within the MSBA Accelerated Repair Program that could possibly cause complications.

Sewer Abatements

Chairman Russell asked the Selectmen if they had any questions. No questions were asked.

MOTION: Made (Boilard) and seconded (Bunnell) to approve a Sewer Abatement totaling \$565.80 as listed in a memo, dated February 2, 2015, from E. Miga, Director of DPW/Town Engineer. Approved 3-0.

Materials referenced: Memo, dated 2/2/15, from E. Miga Director of DPW/Engineering, relative to sewer abatements.

Request to Waive Late Fees and Interest to Sewer Bills

Chairman Russell asked if there were any questions. No questions were offered. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to approve three residents' requests to waive all late fees and interest accruing on each resident's bill as recommended by E. Miga, Jr., Director of Department of Public Works/Town Engineer. Approved 3-0.

Materials referenced: Memo, dated 2/2/15, from E. Miga, Director of DPW/Engineering, relative to late fees and interest; letters from said residents who are requesting waiver, and copies of related demand bills from the DPW.

Request for Transfer from the Reserve Fund–Selectmen’s Office

Selectman Bunnell asked a question relative to the monetary amount of the request to be transferred from the Reserve Fund. Administrative Assistant Gaumond responded to the question. Selectman Boilard asked if the request would be going to Finance Committee on Wednesday. Administrative Assistant Gaumond stated yes.

MOTIONS: Made (Boilard) and seconded (Bunnell) to recommend the request for transfer of \$2,000 from the Reserve Fund to the Selectmen’s Office, Line Item #01-122-5201 for the purpose of unforeseen expenses to the end of Fiscal Year 2015, relative to legal and classified advertisements. Approved 3-0.

Materials referenced: Request for a Transfer from Reserve Fund, dated 2/6/15, from the Selectmen’s Office relative to the advertisement account.

Acceptance of Retirement

(This agenda item was taken up after Sergeant Clark’s discussion about the Polar Plunge earlier in the evening.) Chairman Russell announced that Sergeant Clark, who is retiring this year, will be sorely missed. He further added that Sergeant Clark is a beloved member of the community, who has served the community well. He has brought honor to the Wilbraham Police Department and touched a lot of people. Chairman Russell commended Sergeant Clark for his years’ of outstanding service; and then asked for a motion to accept Sergeant Clark’s retirement.

Materials referenced: Letter, dated 1/29/15, from Sergeant Glen Clark, relative to a notice of retirement.

Approval of Promotional/Hiring Process-WPD

A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to accept the retirement of Sergeant Glen Clark, effective July 6, 2015; and approve the promotion of one Sergeant as a replacement and the hire of a replacement Police Officer. Approved 3-0.

Materials referenced: Memo, dated 1/29/15, from Chief R. Tucker, Wilbraham Police Department, relative to a request to promote and hire.

Approval of MOU: Article 11 between the Town & IUOE, Local 98

Interim Town Administrator Sullivan explained that there was one line of language removed from the original contract agreed upon by the Town and the IUOE Local 98 Union. He added that the Town and the Union agreed that the item should not have been taken out.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the Memorandum of Understanding, relative to Article 11: Sick Leave of the Agreement between the Town of Wilbraham and the International Union of Operating Engineers (IUOE) Local 98. Approved 3-0.

Materials referenced: Memorandum of Understanding: Article 11 between the Town of Wilbraham and International Union of Operating Engineers (IUOE) Local 98.

Resolution to Support of the HWRSD School Committee Position of the Massachusetts Association of School Committee's Resolution 7: Assessment System in Massachusetts

Chairman Russell asked if there were any question about the Resolution relative to Common Core and the PARC assessment test. He explained to the audience that the Selectmen voted on a petition to include a nonbinding referendum question on the ballot about this assessment test to ask voters for their opinions. Chairman Russell requested that this item be placed on the agenda so the Board of Selectmen could show their support of the Hampden-Wilbraham Regional School District School Committee, who have endorsed the Massachusetts Association of School Committees' resolution to seek a review of Common Core and PARC and to included more input by school administrators and educators. For this reason, he asked the Selectmen to adopt this Resolution. Selectman Bunnell read the Resolution to the audience. Chairman Russell asked if there were any comments. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to adopt the a resolution endorsing support of the Hampden-Wilbraham Regional School District School Committee's position relative to the Massachusetts Association of School Committees' Resolution 7: Assessment System in Massachusetts, dated February 9, 2015; and forward to the Town Clerk. Approved 3-0.

Materials referenced: Excerpt from Massachusetts Association of School Committees' (MASC) Resolution for 2015; and Draft of a Resolution endorsing support of the Hampden-Wilbraham Regional School District School Committee's position relative to the MASC's Resolution 7: Assessment System in Massachusetts.

LICENSING AND OTHER APPROVALS

Application for Annual Food Establishment Permit, Common Victualer License and Cream & Milk License – Village Store and Café

Chairman Russell asked if there were any questions. No questions were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to grant an Annual Food Establishment Permit, Common Victualer License and Cream and Milk License to Village Store and Café, located at 426 Main Street, Wilbraham, Massachusetts for calendar year 2015; pending inspection by the Health Inspector. Approved 3-0.

Materials referenced: Application, received 1/28/15, for an Annual Food Establishment Permit, Common Victualer License and Cream and Milk License, submitted by Miriam Siegel, new owner of Village Store and Café.

MINUTES OF MEETINGS

December 1, 2014

January 5, 2015

January 5, 2015 Executive Session

January 12, 2015

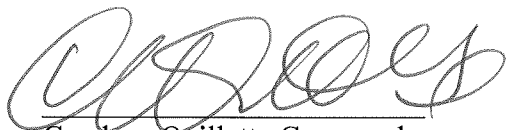
January 30, 2015

Chairman Russell asked if there were any concerns about the minutes. Selectmen Boilard and Bunnell expressed that they were fine with the minutes. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the minutes of December 1, 2014, January 5, 12 and 30, 2015, and the executive session minutes of January 5, 2015 as submitted. Approved 3-0.

Materials referenced: Draft minutes of December 1, 2014; January 5, 12 and 30, 2015 and draft executive session minutes of January 5, 2015, as submitted by C. O. Gaumont, Administrative Assistant to the TA/BOS.

Having no further business, the meeting was adjourned at 8:56pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert W. Russell, Chairman



Robert J. Boilard, Vice Chairman



Susan C. Bunnell, Clerk

